



TREASURER

Purpose:

- Collaborate with Executive Committee to draft and manage annual budget and maintain fiscally responsible practices

Term:

- Complete 2-year term, from July – June annually

Accountability/Report:

- To membership through the President
- Candidates who have been TAVA members for less than one year must provide a minimum of two letters of reference (professional or character)

Time Commitment/Responsibilities:

- **Time Commitment:**
 - Attend TAVA Workshops each month (approximately 4 hours per month)
 - Attend TAVA Executive meetings each month (approximately 2 hours per month)
 - Role support (4 hours monthly, some flexibility required depending on ongoing TAVA projects)
- **Responsibilities:**
 - Collaborate with Executive Committee to draft and manage annual budget
 - Respond to PayPal and CIBC communication/mail (in collaboration with President)
 - Report total expenses/balance (PayPal, CIBC, etc.) at monthly Executive Committee meetings AND TAVA Workshops (includes collaborating with outgoing treasurer to draft annual financial statement for first Sept workshop)
 - Monitor the annual budget and alert Executive Committee when going over budget, or about financial issues
 - For In-Person meetings: support members with sign-in/ payment processes
 - Perform banking duties: maintain digital accounts (PayPal and CIBC), maintain cheque book, make payments (e-transfers, cheques), provide reimbursements with proof (e.g. receipts) as required
 - **Membership, Conference and Email Support:**
 - Collaborate with the Membership Chair to keep membership information current and support where needed
 - Collaborate with the Executive Committee plan/execute conference and to keep conference payment current
 - Collaborate with Executive Committee to manage tavaexec@gmail.com account
 - Advise on opportunities for TAVA to improve financial processes for efficiencies or cost-savings, whether in response to external factors, or proactively to advance the mission
 - Provide orientation and training to successor
 - Lead update of signing authority signatures for Treasurer and President at the bank (Note: Bank will require the latest copy of TAVA's AGM minutes in order to authorize this.)
- **Brave and Healthy Team:**
 - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly creating space for “braver” conversations around topics important to - or brought up by - our membership.
 - It is the responsibility of each Executive Committee member to practice good self-care (notifying other members when they need support or a break) and to keep each other accountable for responsibly maintaining a healthy space for respectful dialogue and completing the work that supports TAVA's mission, and annual Executive Committee goals.
 - Willingness to be flexible with role description and to support other Executive Committee roles as needed.
- **Ethical /Conflict of Interest Issues:**
 - It is the responsibility of ALL Executive Committee members to **NOT** promote speakers, initiatives or projects for their own personal advancement (or the advancement of those they might personally know), or that is in direct conflict with the mission of TAVA or the needs of our membership.
 - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly supporting TAVA's mission, managing TAVA's budget, and in helping to address any arising ethical/conflict of interest issues.

Skills:

- Bookkeeping skills and experience; accounting experience an asset
- Solid organization, time management, conflict resolution, and commitment to DEI and anti-oppression practices
- Comfortable working independently and as part of a team

Benefits/Impact:

- Support TAVA and help make decisions on how the Association operates
- Increase your leadership skills and executive experience, while building your resume